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IN 100-100-10

15 September 1970

MEMORANDUM FOR: Director of Training

THROUGH : Chief, Operations School

SUBJECT : Course Report, CS Records I #1-71

Student Body

1. Sixteen students attended the course. They ranged in grade from GS-04 through GS-13 (average, GS-07) and in length of service from a few months through twenty years (average, eight years).

2. One student, [REDACTED] was an IBM specialist from DDP/Systems Group. He was formerly employed, at one stage in his career, in the morgue of the Baltimore SUN. He had a number of interesting and useful comments to make on comparative record and retrieval procedures.

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Course Content and Presentation

3. No changes were made in the content or presentation of the course. Because of the holiday on the 7th, and because 1A-07 was used as a disbursing office on the 8th, the class was given on the 9th, 10th, and 11th instead of the usual alternate days.

Instructors

4. [REDACTED] WH/Historical Staff, was our key-note speaker. As a case officer with twenty years of experience in Europe and Latin America, he had a number of worthwhile comments to make on the role of CS Records in operations.

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5. [REDACTED] DC/RID/Reference Branch, gave the talk on Records Retrieval which has hitherto been given by

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[REDACTED] made an excellent presentation. He had been involved in most of the developments in RID procedures over the years, and could explain precisely and clearly whatever the students wished to know. He is a welcome addition to our regular group of speakers.

Student Critiques

6. Most of the students are going on into CS Records II. Their critiques, and those of the students who are taking CS Records I only, will be included with the CS Records II report.

Chief Instructor's Comments

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7. The course went off without incident and appears to have been quite satisfactory. There was a good deal of varied experience among the students - [REDACTED] EUR, had almost twenty years of field experience, but no recorded formal training, and [REDACTED], turned out to be a former RID Analyst with considerable insight into Records procedures. The result was a class in which there was a lively interchange of argument.

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[REDACTED]
Chief Instructor

Attachments

- A. Course Schedule
- B. Student Roster
- C. Course Critiques

Distribution

- Original - DTR
- 2 - OS/ST

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MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

attachment